



ST PHILOMENA COLLEGE

Affiliated to Mangalore University | Re-Accredited by NAAC at 'A' Grade

Managed by the Catholic Board of Education, Mangalore

PHILONAGAR, DARBE, PUTTUR, D.K. - 574 202, KARNATAKA

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ANNUAL ACTION PLAN 2021-22

Inter Quality Assurance Cell (IQAC)



ST PHILOMENA COLLEGE, PUTTUR

IQAC

ANNUAL ACTION PLAN

(2021-22)

Odd Sem

SN	Activity	Mandated date	Responsibility
1	Karnataka Rajyothsava	1, Nov	Students Council Directors
2	Beginning of the odd semester	8, Nov	Staff Secretary
3	World Science Day for Peace and Development	10, Nov	Science Forum
4	National Library Week	14-20, Nov	Library
5	Children's day	14, Nov	Student's council Directors
6	Availability of College Calendar	15, Nov	College Office
7	Availability of College Annual Magazine	15, Nov	Editor, College Annual Magazine
8	Distribution of Time Table	15, Nov	Convener, Time Table Committee
9	Distribution of Academic Calendar and Work Diaries	15, Nov	Coordinator, IQAC
10	Staff meeting	15, Nov	Staff Secretary
11	Orientation on Higher Education and Campus life for I Year students	15, Nov	Student Welfare Officers
12	Distribution of Time Table	15, Nov	Convener, Time Table Committee
13	IQAC meeting	16, Nov	IQAC Coordinator
14	Availability of plan of action of IQAC and the Institution	16, Nov	Coordinator, IQAC
15	Availability of Plan of Action for the semester - Individual, departments and functional units	19, Nov	Teacher / HoD / Convener
16	Availability of Teaching Plan	22, Nov	Individual Teacher
17	Constitution Day	26, Nov	Dept of Political Science
18	Bridge Course	Nov – 26- Dec 1	Bridge Course
19	Student Council Election	02, Dec	Student welfare officers
20	Institution's Founder Day	10, Dec	DCA
21	International Human Rights Day	Dec, 10	Human Rights Association
22	Inauguration and beginning of functional Units	Dec11- Dec - 15	Directors of Clubs and Associations
23	Meeting of Sports Advisory Committee	11, Dec	Secretary, Sports Advisory Committee
24	Meeting of Library Advisory Committee	12, Dec	Secretary, Library Advisory Committee



25	Meeting of Research & Development Cell	13, Dec	Convener, R & D Cell
26	IQAC meeting	15, Dec	Coordinator, IQAC
27	Distribution of timetable (PG)	16, Dec	PG Course coordinator
28	Commencement of II and IV Semester classes (PG)	16, Dec	
29	Meeting of Sports Advisory Committee	18, Dec	Meeting of Sports Advisory Committee
30	Meeting of Library Advisory Committee	18, Dec	Meeting of Library Advisory Committee
31	Meeting of Research & Development Cell	18, Dec	Meeting of Research & Development Cell
32	IQAC meeting	19, Dec	IQAC meeting
33	Meeting of Sports Advisory Committee	18, Dec	Meeting of Sports Advisory Committee
34	Availability of teaching plan (PG)	20, Dec	Individual Teachers
35	National Mathematics Day	22, Dec	Dept of Mathematics
36	National Consumers Day	24, Dec,	Consumer Forum
37	Christmas Eve	24, Dec	DCA
38	First IA examination	3-7, Jan	Examination Committee
38	IQAC – PTA Interaction	4, Jan	Secretary, PTA
39	IQAC – Alumni Interaction	5, Jan	Secretary, AA
40	Faculty Development Programme	9, Jan	Coordinator, IQAC
41	Staff Development Programme	10, Jan	Coordinator, IQAC
42	Availability of appraisal report on Bridge courses	10, Jan	Subject Teachers
43	National Youth Day	12, Jan	NSS
44	Annual sports meet	19, Jan	Physical Director
45	IQAC meeting	19, Jan	Coordinator, IQAC
46	National Girl Child Day	24, Jan	Women Empowerment Cell]
47	National Voters' Day	25, Jan	Electoral Literacy Club
48	Republic Day	26, Jan	



49	Internal Assessment examinations	27-31 Jan	Convener, Examination Committee
50	Martyrs Day	30, Jan	NCC
51	International Day of Zero Tolerance to Female Genital Mutilation	6, Feb,	Women Empowerment Cell
52	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback Feedback review meeting (LAC)	13-18, Feb	Librarian
	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback Feedback review meeting (HAC)	13-18, Feb	Wardens
53	Availability of appraisal report on student performance and attendance	15, Feb	Class Advisors
54	Annual games competitions	15 Feb	Physical Director
55	IQAC meeting	16, Feb	Coordinator, IQAC
56	Commencement of I Internal Examination (PG)	17, Feb	PG Program coordinator
57	Annual Cultural competitions	20-24, Feb	Student Welfare Officers
58	▪ Feedback from ▪ Students on programme, teaching staff, non-teaching staff & institution ▪ Outgoing students on programme, teaching staff, non-teaching staff & institution ▪ PTA on institution & programme ▪ Alumni on institution & programme ▪ Industry on institution & programme ▪ Academic peers on Institution Availability of Analysis Report on feedback Feedback review meeting (IQAC)	20-25, Feb	Coordinator, IQAC
59	National Science Day	Feb, 28	Science Forum
60	II Internal Assessment examinations	28 Feb-03 Mar	Convener, Examination Committee
61	Zero Discrimination Day	Mar, 1	Equal Opportunity Cell
62	International Women's Day	8 March	Women Empowerment Cell
63	PTA executive committee meeting	15, Mar	Secretary, PTA
64	AA executive committee meeting	16, Mar	Secretary, AA
65	IQAC meeting	16, Mar	Coordinator, IQAC
66	World Water Day	March, 22	Ecology Nature Club



67	Availability of appraisal report on student performance and attendance	22, Mar	Class Advisors
68	Availability of appraisal report on Remedial courses	29, Mar	Subject Teachers
69	Availability of the appraisal report on certificate courses	29, Mar	Coordinator, Certificate Courses
70	Collect proceedings of the meetings of <ul style="list-style-type: none"> ▪ Library Advisory Committee ▪ Admission Committee ▪ Sports Advisory Committee ▪ R & D Cell ▪ Academic Council ▪ IQAC 	29, Mar	Coordinator, IQAC
71	Commencement of II Internal Examination (PG)	30, Mar	PG Program coordinator
72	Result analysis report (semester examinations)	30, Mar	Convener, Student Progress and Evaluation committee
	End of the Semester	30, Mar	
73	Staff meeting	31, Mar	Staff secretary
74	Availability of appraisal report on student performance and attendance (PG)	13, April	Class Advisors
75	Birth Anniversary of Dr. B.R. Ambedkar	Apr, 14	Dept of Political Science
76	Availability of Benchmarking Report	15, April	Coordinator, IQAC
77	Availability of Institution's Green Audit Report	15, April	Coordinator, IQAC
78	Availability of annual budget	15, April	Coordinator, IQAC
79	Availability of report on MoUs and consultancy services	15, April	Coordinator, IQAC
80	End of II and IV Semester classes (PG)	4, May	
81	International Mother Earth Day	Apr, 22	Eco/Nature Club
82	Academic Audit review meeting	22, April	Coordinator, IQAC
83	Joint meeting of IQAC and Academic Council	22, April	Coordinator, IQAC
84	List of IQAC recommendation to management	22, April	Coordinator, IQAC
85	Commencement of semester exams (PG)	13, May	Coordinators, PG
87	Availability of College Prospectus	30, April	Convener, Prospectus & Calendar Committee
88	Availability of Admission Policy	30, April	Convener, Admission Committee
89	Formation of committees and cells	15, May	Coordinator, IQAC



Even Sem

SN	Activity	Mandated date	Responsibility
1	World Environment Day	Jun, 5	Eco / Nature Club
2	World Blood Donor Day	Jun, 14	YRC
3	IQAC meeting	16, June	Coordinator, IQAC
4	Availability of Plan of Action for the semester - Individual, departments and functional units	20, June	Teacher / HoD / Convener
5	Availability of Teaching Plan	20, June	Individual Teacher
6	Bridge courses	22-24 June	Subject Teachers
7	International Yoga Day	Jun, 22	NCC
8	Availability of plan of action of IQAC and the Institution	24 June	Coordinator, IQAC
9	Availability of appraisal report on Entry level competency tests	24, June	Class Adviser
10	Availability of proposals for organizing Seminars / workshops	26, June	HoD
11	Availability of proposals for Minor/Major research projects	26, June	Individual Teacher
12	Orientation on CC/EC Activities	27, June	Convener, CC/EC Activities
13	Selection of beneficiaries for mid-day meal	27, June	Secretary, PTA
14	Commencement of the Academic Year (PG)	1, July	
15	Meeting of Sports Advisory Committee	03, July	Secretary, Sports Advisory Committee
16	Meeting of Library Advisory Committee	04, July	Secretary, Library Advisory Committee
17	Meeting of Research & Development Cell	05, July	Convener, R & D Cell
18	Elections to the Students Council	05, July	Student Welfare Officers
19	Enrollment of students in certificate courses	06, July	Convener, Certificate Courses Committee
20	Availability of College Calendar (PG)	5, July	College Office
21	Distribution of Time Table (PG)	8, July	PG Program Coordinators
22	Distribution of Academic Calendar and Work Diaries (PG)	10, July	Coordinator, IQAC
23	Availability of Teaching Plan (PG)	12, July	Individual Teacher
24	Commencement of certificate courses	11, July	Coordinator, Certificate Courses
25	Selection of student Office Bearers of functional units	12, July	Conveners, Functional Units
26	Commencement of I and III Semester PG Classes	15, July	



27	Inauguration of the activities of Students' Council and functional units	20, July	Student Welfare Officers
28	Staff Development Programme	21, July	Coordinator, IQAC
29	Orientation on academic programme and learning outcomes (PG)	18, July	Class Adviser
30	Orientation Program to I Year PG Students about Higher Education and Campus life (PG)	22, July	Student Welfare Officers
31	Kargil Vijay Diwas	Jul, 26	NCC
32	Faculty Development Programme	31, July	Coordinator, IQAC
33	I Internal Assessment examinations	31 July-02, Aug	Convener, Examination Committee
34	Talents Day	8, Aug	Student Welfare Officers
35	Philomena Feast – Patron the Institution	Aug, 11	DCA
36	National Library Day Independence Day	Aug, 12 Aug, 15	Library NCC
37	IQAC – PTA Interaction	17, Aug	Secretary, PTA
38	Sadbhavana Diwas	Aug, 20	Humanities Association
39	Annual College day	Aug, 21	
40	Feedback on Library from ▪ Students ▪ Staff Availability of Analysis Report on feedback (LAC) Feedback review meeting	22-26, Aug	Librarian
41	IQAC – Alumni Interaction	24, Aug	Secretary, AA
42	Feedback from ▪ Students on programme, teaching staff, non-teaching staff & institution ▪ Outgoing students on programme, teaching staff, non-teaching staff & institution ▪ PTA on institution & programme ▪ Alumni on institution & programme ▪ Industry on institution & programme ▪ Academic peers on Institution Availability of Analysis Report on feedback Feedback review meeting (IQAC)	22-26, Aug	Coordinator, IQAC
43	Feedback on Hostels from ▪ Inmates ▪ Parents ▪ Outgoing residents Availability of Analysis Report on feedback (HAC) Feedback review meeting	25-31, Aug	Wardens



70	Rastriya Ekta Diwas	Oct, 31	Students Council
71	Commencement of II Internal Examination (PG)	4, Nov	PG Program coordinator
72	Availability of appraisal report on student performance and attendance (PG)	13, Nov	Class Advisors
73	End of I and III Semester classes (PG)	16, Nov	
74	Commencement of semester exams (PG)	25, Nov	
75	Vigilance Awareness Week	Oct 26 – Nov 1	Consumer Forum


Coordinator
IQAC
 St. Philomena College, Puttur


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